## **Chapter 3. Collections (Area only)**

## **Collection Process**

The collection process is the process used to retrieve a list of projects "recently" transmitted from a lower signature level, i.e. from Location to Area that are new to your work file. This feature allows the user to quickly determine which records have not been reviewed/printed at your respective level. Records will appear on the Collection list until they are collected/printed.



Figure 1 - Research Documentation Screen

From the Research Documentation screen (*Figure 1*) click "Work" then "416/417/Agreements", "Incoming Agreements", or "115" to display the respective List screen (*Figure 2*).



Figure 2 - Research Documentation, Work

Work records that are currently in your work file will be displayed. Click "Action" on the Menu Bar and then select "Collect Projects" (*Figure 3*).

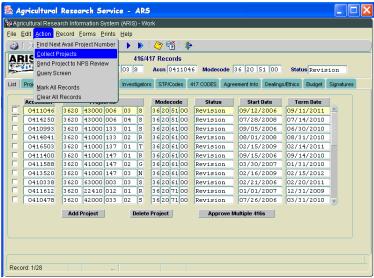


Figure 3 - Work File List Screen

Those records that have not yet been reviewed/printed will appear on the "Collection" list screen (Figure 4).

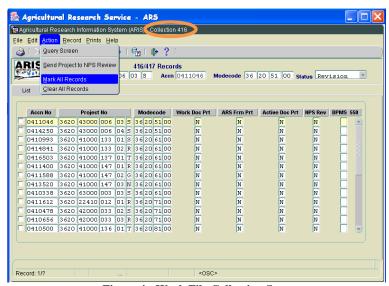
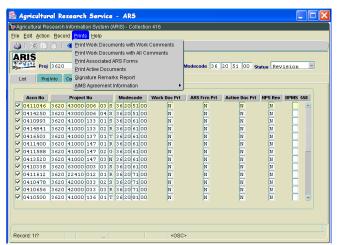


Figure 4 - Work File Collection Screen

To print in ARIS, first create a print file. From the List screen select a record or records to print by marking them "Action" and "Mark All" (Figure 4), and then select the "Print" option from the Menu bar (Figure 5a, 5b, or 5c). You will be given the option to print either Active and/or Work type documents. Until the "Work Documents" are printed, the project(s) will show on the Collection screen. Once the "Work Documents" are printed, the project(s) will no longer be displayed.



🥾 Agricultural Research Service - ARS Print Work Research Documents with Work Comments
Print Work Research Documents with All Comments Print Nork Research Documents
Print Active Research Documents
Incoming Agreement LOI - Pre-Award List Project Info C Incoming Agreement LOI - Amendment AJMS Agreement Information Modecode 425 Log No JEFFREY A STEVEN F Research <= 25,000 0000035755 VAUGHN Research <= 25,000 JILL ... FREDERICK C 0000037180 FELKER Research <= 25,000 0000038387 Research <= 25,000 ☑ 36 20 51 00 0000039955 BERHOU MARK Research <= 25,000 ZONGLIN
TERENCE R Research-No Funds to ARS 0000036852 WHITEHEAD Research <= 25,000 TERENCE R Research <= 25,000
PATRICIA J Research <= 25,000
TERENCE R Research <= 25,000
DOUGLAS B Research > 25,000 0000037535 WHITEHEAD 36 20 61 00 0000037956 36 20 61 00 0000038571 SI, INTINGER

Figure 5a - 416 Collection Print Screen

Figure 5b – Incoming Agreements Collection Print Screen

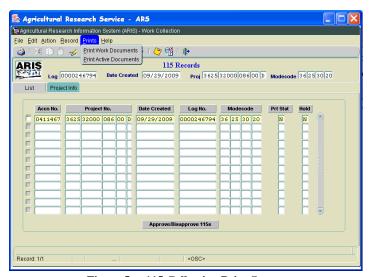


Figure 5c - 115 Collection Print Screen

ARIS will automatically launch Adobe Acrobat and display the print file. To print, click the **Printer** icon on the Tool bar, or click "**File**" and "**Print**" (*Figure 6a and/or 6b*).

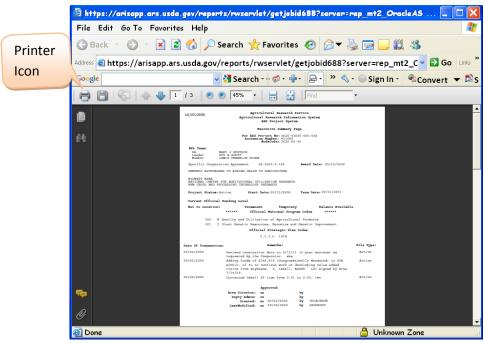


Figure 6a - Adobe Print File - Active Document

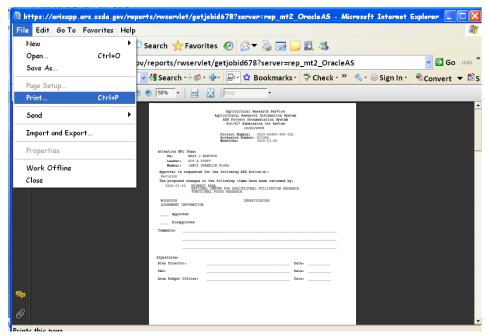


Figure 6b - Adobe Print File - Work Document

After you have completed printing all your documents, simply close out of the Adobe Print File and you will be back on your Collection list screen again and the collection process is complete.